



CONSERVATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CONSERVATION, DEPARTMENT OF	RELEASE DATE:	Friday, January 23, 2009
POSITION TITLE:	Chief Counsel	FINAL FILING DATE:	Friday, February 6, 2009
CEA LEVEL:	CEA 4	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 9,215.00 - \$13,381.00 / Month	BULLETIN ID:	01222009_3

POSITION DESCRIPTION

Under the general direction of the Director/Chief Deputy Director and as a member of the Executive Team, the Chief Counsel is responsible for providing legal consultation to the Director on legal matters affecting the programs and policies of the Department of Conservation (Department). This position directly supervises the Department's legal staff, and coordinates significant legal matters with the Resources Agency's General Counsel and the Governor's Legal Affairs Secretary. The Chief Counsel plans, organizes, and directs the work of the Legal Office; provides legal advice to the Department, the Executive Team, other management, and employees on matters relating to the operations of the Department, which is comprised of distinct divisions implementing different laws covering completely different subject matters; formulates legal policy and advises top management on legal issues affecting the operation of all of the Department's programs and general issues such as contracting, the Political Reform Act (and other relevant statutes and regulations guiding the State's ethical standards), the Administrative Procedure Act, the Public Records Act and the Privacy Act; development and implementation of departmental policy including strategic planning and identifying needed legislation and regulation, and as appropriate, and in coordination with the Department's legislative staff, drafting and negotiating legislative language and amendments affecting the Department's programs; supervises the management and operations of the Legal Office including the development, administration and review of budgets and preparing Budget Change Proposals; supervises staff responsible for the planning, organizing, directing, coordinating, and reviewing work that relates to the Beverage Container Recycling and Litter Reduction Act; California Land Conservation (Williamson) Act and the related Open Space Subvention Act; the Surface Mining and Reclamation Act (SMARA); the California Farmland Conservancy Program; the California Environmental Quality Act (CEQA) that affect the Division of Recycling, Division of Land Resource Protection, Office of Mine Reclamation, the California Geological Survey and the Division of Oil, Gas and Geothermal Resources. Reviews key policy and programmatic decisions that affect the Department. The position exists in Sacramento.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

SPECIAL REQUIREMENTS

Active membership in the California State Bar

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience

with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will be emphasized in competitively evaluating each candidate:

1. Demonstrated knowledge of the Department's mission, organization, goals, functions and policies as well as how they interact with those of service and governmental programs.
2. Knowledge of the federal and state regulations that apply to and impact the work of the Department and the Department's mission, goals, programs, and policies.
3. Knowledge of legal principles and their applications; legal research methods; court procedures; rules of evidence and procedure; and administrative law and the conduct of proceedings before administrative bodies.
4. Functional knowledge of, and experience with the Legislative process in California.
5. Knowledge of the relevant Public Resources Code laws and Government Codes; California Land Conservation (Williamson) Act and the related Open Space Subvention Act; the Surface Mining and Reclamation Act (SMARA); the California Farmland Conservancy Program; the California Beverage Container and Litter Reduction Act; and the California Environmental Quality Act (CEQA) that affect the Division of Recycling, Division of Land Resource Protection, Office of Mine Reclamation, and the Division of Oil, Gas and Geothermal Resources in the Department of Conservation.
6. Familiarity with Department's programs including Division of Recycling, Division of Land Resource Protection, Office of Mine Reclamation, the California Geological Survey, and the Division of Oil, Gas & Geothermal Resources.

SPECIAL PERSONAL CHARACTERISTICS

1. Excellent oral and written communication.
2. Dependability, flexibility, and integrity.
3. Willingness to work long hours over extended periods of time.
4. A personal commitment to the mission and goals of the Department of Conservation and its programs.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief Counsel**, with the **CONSERVATION, DEPARTMENT OF**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

STATEMENT OF QUALIFICATIONS

In addition to the Standard State Application (STD 678), all interested applicants are required to submit a Statement of Qualifications with specific information on how their background, knowledge, skills, and abilities meet the minimum qualifications, desirable qualifications, and special personal characteristics.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CONSERVATION, DEPARTMENT OF, Human Resources/Recruitment & Selection Unit
801 K Street, 22nd Floor, Sacramento, CA 95814
Theresa Xavier | (916) 322-6412 | Theresa.xavier@conservation.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list.

Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CONSERVATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>